



Vermont Wing Headquarters
Civil Air Patrol
206 Airport Parkway, P.O. Box 9373
South Burlington, Vermont 05407-9373
(802) 863-3988
Fax (802) 951-2507



GUIDELINES FOR REHAB AND VEHICLE MAINTENANCE

31 January 2006

When work needs to be done:

1. Get an estimate.
2. Mail or fax the estimate to LT Colonel Jim Daigle/LGT at (802) 879-0578 or 317 Coon Hill Road, Colchester, Vermont 05446.

LT Colonel Daigle will notify the unit when permission has been granted from NHQ or will advise that the work will be paid from the Transportation Budget.

DO NOT HAVE WORK DONE UNTIL YOU RECEIVE PERMISSION. If the work is done before this, the expense will be the responsibility of the unit.

3. Have maintenance completed.
4. Send ***original paid invoice*** to LT Colonel Daigle at 317 Coon Hill Road, Colchester, Vermont 05446. Do not send copies or faxes.
5. Fill out a Vermont Form 9 and attach a copy of the invoice and fax or mail it to LT Colonel Daigle. He will approve or disapprove and forward to Wing Headquarters.

If you have any questions about any of the information above, please contact LT Colonel Daigle at (802) 879-0578 or JDaigle001@aol.com.